

**NC DHHS
DMH/DD/SAS**

Reviewer:

	Description	Conditional Endorsement					Full Endorsement				
		Evidence of Compliance	MET	NOT MET	N/A		Evidence of Compliance	MET	NOT MET	N/A	Comments
1	Enhanced-Personal Care Services										
1	Provider Requirements										
a	**1) Must be delivered by practitioners employed by an organization that meets the standards established by the Division of MHDDSAS or LME approved/endorsed by DHHS. These standards set for the administrative, financial, clinical, quality improvement, and information services infrastructure necessary to provider services.	Provider application with all required supporting documentation as required in;					Provider application with all required supporting documentation as required in;				
b	2) Provider organization must demonstrate they meet these standards by being endorsed by the LME.	provider application; program description Policy and					Provider application; program description Policy and				
c	**The Organization must be established as a legally recognized entity in NC.	Procedure Manual					Procedure Manual				
2	Staffing Requirements										
	Worker must meet the following requirements:										
a	Must meet requirements for paraprofessional in 10A NCAC27G.0100-0200.	Program description; Personnel Manual; job descriptions					Personnel files; supervision plans or other documentation that staff minimum requirements and supervision requirements are met				
b	Client specific competencies to be	Program					Personnel files;				

	met as identified by the individuals person-centered team and documented in the plan of care.	description; Personnel Manual; job descriptions					supervision plans or other documentation that staff minimum requirements and supervision requirements are met; documentation that client specific training has been provided as identified in the Plan of Care. Copy of Plan of Care.				
c	A criminal record check.	Program description; Personnel Manual; job descriptions					Personnel files; supervision plans or other documentation that staff minimum requirements and supervision requirements are met; copy of criminal record check.				
d	A healthcare registry check in accordance with 10A NCAC 27G.0200.	Program description; Personnel Manual; job descriptions					Personnel files; supervision plans or other documentation that staff minimum requirements and supervision requirements are met' copy of healthcare registry check.				
e	Driving record must be checked if providing transportation.	Program description; Personnel Manual; job descriptions					Personnel files; supervision plans or other documentation that staff minimum requirements and				

						supervision requirements are met; copy of driving record check.				
f	Staff providing enhanced personal care have additional training/instruction specific to the medical and/or behavioral needs of the consumer.	Program description; Personnel Manual; job descriptions				Personnel files; supervision plans or other documentation that staff minimum requirements and supervision; Plan of Care with specific training outlined requirements are met; documentation that additional training specific to the medical and/or behavioral needs of the consumer has been provided as identified in the Plan of Care. Copy of Plan of Care.				
g	Additional training requirements for direct care staff providing the service must be documented in the Plan of Care.	Program description; Personnel Manual; job descriptions				Personnel files; supervision plans or other documentation that staff minimum requirements and supervision requirements are met; documentation that additional training specific to the medical and/or behavioral needs of the consumer has been provided as identified in the				

							Plan of Care. Copy of Plan of Care.				
3	Service Type/Setting										
a	Enhances personal care is intended for individuals receiving waiver funding who have intense medical or behavioral needs.	Program description; policies and procedures.					Program description, policies and procedures manual, Plan of Care, service notes documenting implementation of appropriate programming.				
4	Program Clinical/Requirements										
a	Supports and engaging consumer participation is non-habilitative and describes the flexibility of activities that may encourage the person to maintain skills gained during active treatment and/or habilitation while also providing supervision for independent activities of the consumer.	Program description; policies and procedures.					Program description, Plan of Care, service notes documenting implementation of appropriate programming.				
b	When specified in the Plan of Care this service may include assistance with preparation of meals, but does not include the cost of meals themselves, housekeeping chores such as bed making, dusting and vacuuming, which are incidental to the care furnished, or which are essential to the health and welfare of the individual, rather than the individual's family.	Program description; policies and procedures.					Program description, Plan of Care, service notes documenting implementation of appropriate programming.				
c	Enhanced Personal Care also includes assistance with monitoring health status and physical condition, assistance with transferring, ambulation and use of special mobility devices.	Program description; policies and procedures.					Program description, Plan of Care, service notes documenting implementation of appropriate programming.				
d	Such intense medical or	Program					Program				

	behavioral needs must be identified by the NC-SNAP and the person-centered-plan of care must provide clear documentation and justification of the need for enhanced personal care.	description; policies and procedures					description, Plan of Care, service notes documenting implementation of appropriate programming, copy of NC-SNAP.				
e	The results of the application of the NC-SNAP must result in an index score that places them in a level 3 or 4 of the statewide utilization review guidelines. (Having a SNAP index score that places a person in a level 3 or 4 will not automatically require enhanced personal care.)	Program description; policies and procedures.					Program description, Plan of Care, service notes documenting implementation of appropriate programming, copy of NC-SNAP.				
f	There must be clear justification outlined within the Plan of care of the need for enhanced level of Personal Care.	Program description; policies and procedures.					Program description, Plan of Care, service notes documenting implementation of appropriate programming, copy of NC-SNAP.				
5	Service Limitations:										
a	Enhanced Personal Care Services do not include medical transportation and may not be provided during medical transportation and medical appointments.	Program description; policies and procedures.					Program description, service notes documenting implementation of appropriate programming.				
b	Individuals who live in licensed residential facilities, alternative family living (AFL) homes, licensed foster care homes or unlicensed alternative family living homes serving one adult may not receive this service. See Glossary for AFL definition. (See Glossary for definition of AFL)	Program description; policies and procedures.					Program description, Plan of Care, and service notes documenting implementation of appropriate programming.				
c	Limitations: These services may not be provided on the same day	Program description;					Program description, Plan of				

	that the person receives regular Medicaid Personal Care Services, a Home Health Aide visit, or another substantially equivalent service.	policies and procedures.					Care, and service notes documenting implementation of appropriate programming.				
d	This service may not be provided at the same time of day that a person receives: <ul style="list-style-type: none"> • Adult Day Health • Day Supports • Home and Community Supports • Home and Community Supports • Individual and Caregiver Training • Personal Care • Specialized Consultative Therapy • Respite Care • Supported Employment • Transportation 	Program description; policies and procedures.					Program description, Plan of Care, and service notes documenting implementation of appropriate programming				
e	Enhanced Personal Care Services may be provided in a licensed day setting if the Plan of Care clearly reflects significant physical limitations that require a primary focus on personal care needs in the licensed day setting.	Program description; policies and procedures.					Program description, copy of approved Plan of Care reflecting the need for Personal Care in a licensed day setting, and service notes documenting implementation of appropriate programming.				
6	Documentation Requirements										
a	Date of service, duration of service, task performed, signature are required daily to reflect the service. Grid or daily note may be used.	Service Record; Policy and Procedure Manual					Evidence of documentation according to Service Records Manual.				

Date Reviewed: